

Job Description

Missouri State Highway Patrol

Class Title: Laboratory Evidence Technician I

Title Code: V00525

Effective Date: 03/17/95

Date Reviewed:

Date Revised: 10/24/05

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level technical position in which the employee processes and collects biological samples from convicted offenders and sexually violent predators. Work includes the cleaning, repairing, and monitoring of laboratory equipment; working with biological and chemical hazards; administering preliminary tests; processing evidence for latent prints; completing discipline specific forms; and communicating with law enforcement agencies, attorneys, Department of Corrections and Department of Mental Health reference cases or DNA Profiling. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Under close supervision an employee:

Cleans, repairs, and monitors laboratory equipment; contacts manufacturer to obtain assistance in repairing equipment; observes and assists in the calibration and maintenance of selected laboratory equipment; performs quality control checks and readings on laboratory equipment and storage facilities.

Orders, stocks, prepares, stores, and properly disposes of chemicals, enzymes, reagents, gels, buffers, and supplies necessary to perform laboratory tests; maintains a supply inventory and reorders as needed.

Completes discipline specific QA/QC records, forms; keeps detailed notes made in a logical, legible manner of work performed for incorporation into a report prepared by the laboratory evidence technician and/or criminalist.

Incorporates proper safety precautions at all times (e.g., wearing laboratory coat, gloves, goggles, mask, etc.) when handling and processing evidence or DNA profiling samples.

Maintains the integrity of evidence and DNA Profiling samples by following appropriate chain of custody procedures (e.g., locating, sealing or unsealing, initialing, dating, labeling, and retrieving or returning to proper storage area).

Administers preliminary tests on biological samples (e.g., blood, saliva, semen, vaginal secretions); develops latent prints; collects and preserves trace evidence (e.g., hair, fibers, paint, glass, etc.); and prepares biological samples for DNA analysis utilizing proper chemicals, supplies and equipment (e.g., tubes, forceps, scissors).

Prepares evidence, equipment, and supplies to be utilized by the laboratory evidence technician and criminalist; defers to criminalist in areas of uncertainty; answers questions from criminalist reference evidence examined.

Follows standard operating procedure in retrieving, collecting, examining, and storing evidence and DNA Profiling samples.

Contacts police agencies and prosecuting attorneys' offices reference cases; documents communications and advises appropriate criminalist.

Adheres to the proper procedures for accepting and returning evidence to maintain chain of custody.

Collects and receives DNA samples from convicted offenders and sexually violent predators for the DNA Profiling system per statutory requirements; takes fingerprints and records identifying information.

Assists with the training of Department of Correction's and law enforcement agency's personnel regarding the collection, preservation and tracking of DNA profiling samples.

Observes other laboratory personnel or criminalists conducting crime scene investigations.

Performs job-related travel in-state and out-of-state to assist in crime scene investigations, attends training seminars, collects DNA samples, and appears in court, as needed. Maintains manual and computer databases, inventories, and QA/QC logs.

Participates in formal and on-the-job training in the scientific analysis of evidence reference latent prints, trace evidence, DNA profiling and DNA casework; studies procedural manuals, publications, etc., within the chosen/related discipline.

Assists in the preparation of evidence and exhibits for court appearances; may appear in court as a witness; maintains report files; issues periodic and special reports as assigned.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic computer software operations (e.g., Microsoft Office, Word, Excel, etc.).

Knowledge of laboratory safety measures and basic laboratory materials (e.g. scales, beakers, volumetric glassware, etc.).

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn to calibrate, clean, repair, and maintain laboratory equipment.

Ability to learn about the techniques and procedures in examining, processing, collection and/or

developing latent prints, trace evidence and serology.

Ability to learn basic chemistry.

Ability to learn to correctly measure and prepare chemicals, enzymes, reagents, and buffers utilized in evidence and DNA analysis.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate documentation to be utilized by the laboratory evidence technician and/or criminalist.

Ability to learn photography.

Ability to learn about the methodology used in the processing of porous and nonporous specimens for latent prints.

Ability to learn about the chain of custody of evidence reference latent prints, trace evidence, DNA profiling and DNA Casework.

Ability to learn the preparation of evidence for court appearances.

Ability to learn and practice the safety rules and procedures associated with laboratory equipment and chemicals, to include, but not limited to, biological and chemical hazards.

Ability to learn the statutory requirements and Patrol policies and procedures reference the dissemination of information.

Ability to learn statutory requirements for the DNA Profiling system.

Ability to maintain composure while under cross-examination in regard to personal and professional qualifications and defend findings of fact.

Ability to establish and maintain harmonious working relations with others.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to compile and prepare information for presentations.

Ability to learn to use laboratory equipment, personal computer, and office equipment.

Ability to recognize and identify minute details.

Ability to transport tools, equipment, and evidence.

Ability to perform job-related travel (e.g., relaying evidence, appearing in court, observing crime scene investigations, collecting DNA Samples, and attending training seminars, meetings, etc.).

Ability to communicate with police agencies, attorneys, Department of Corrections, Department of Mental Health reference cases and DNA profiling.

Ability to learn to collect DNA samples and take fingerprints on convicted offenders and sexually violent predators.

Ability to maintain accurate manual and computer databases, inventories, and QA/QC logs.

Ability to accept safety hazards and potential personal harm associated with evidence

examination and DNA profiling.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to type 30 words per minute with 10 or fewer errors.

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.

Must possess a valid Missouri drivers' license within thirty days of the time of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

The employee is expected to participate in an on-the-job training program and attend any other specific courses during the training period, which are deemed necessary by the division director.